

# ARMY NATIONAL GUARD TECHNICIAN ANNOUNCEMENT NON-BARGAINING UNIT



**HUMAN RESOURCES  
OFFICE**  
**Washington National  
Guard**  
**Building 33, Camp Murray**  
**Tacoma, WA 98430-5130**

**Announcement number**  
10-062-ARNG

**Opening Date**  
3 June 2010

**Position Title, Series & Grade**

Human Resources Specialist  
(Military), GS-0201-09

**APPLICATIONS WILL BE ACCEPTED UNTIL 4:30 ON:**

16 July 2010

**PD Number:**

D1118P00

**SEE NOTE**

**Location of Position:**

Recruiting and Retention  
Bldg 33  
Camp Murray, WA 98430

**Baseline physical**

**An employment physical may be required within 90 days of  
employment per OSHA regulation and NGB\* \*this physical will be  
used to determine fitness and eligibility for continued employment.**

**Salary Range:**

\$50,628 PA to \$65,812 PA

**Website address:**

[http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

## APPOINTMENT FACTORS

**Area of Consideration**

☒ **Area A – Nationwide Excepted:**

Anyone eligible for immediate enlistment and/or commissioning in the Washington Army and/or Air National Guard.

☒ **Area B – In-state Excepted:** All participating members of the Washington Army and/or Air National Guard.

☒ **Area C – In-service Excepted:** All presently employed permanent accepted technicians, indefinite excepted technicians, and AGR members with accepted technician reemployment rights to the Washington Army National Guard.

☐ **Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Washington Army National Guard.

**CURRENT BARGAINING UNIT STATUS**

☐ **Bargaining Unit**

☒ **Non-Bargaining Unit**

**Appointment Factors:**

☒ **Officer**

☒ **Enlisted**

☒ **Warrant Officer**

☐ **NDS (Competitive)**

☐ **Permanent**

☒ **Indefinite\***

☐ **Temporary\***

**\*This is an obligated position (current occupant is on a Military Tour). If an individual employed in the excepted civil service accepts this position, he/she will receive an indefinite appointment. If a Reduction-In-Force occurs and/or the military tour member reclaims this position, the indefinite appointee will have no reemployment rights to his/her former position or any other position. If the military tour member, having reemployment rights to this position, does not exercise his/her rights within 5 years, and funding level and employee manning levels permit, incumbent may be converted to permanent technician status without further competition.**

Military Assignment & Grade Requirements	
<b>OBR:42B OAOC:43 WMOS:420A</b> <b>EMOS:42A, 42F, 42L, 79T</b>  Applicants need not be assigned to the position or possess the MOS to apply or be considered for selection. Selected applicant must be assigned to a compatible Military position and attain MOS within 1 year of appointment action.	<b>Military Grade Available:</b> O-1 thru O-3 WO1 thru CW2 E-5 thru E-7  Please note: Grade Inversion <u>will not be permitted</u> TPR 300 (302.7, change 8 para c)
Permanent Change of Station	
<input checked="" type="checkbox"/> PCS expenses are not authorized <input type="checkbox"/> PCS expenses are authorized <input type="checkbox"/> PCS expenses may not be authorized, however a waiver may be considered if determination is made that payment of PCS expenses would be in the best interest of the Washington National Guard.	
Minimum Requirements for Consideration	
<b>General Experience:</b> Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.	
<b>Specialized Experience:</b> Must have <b>24</b> months of specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) and personal characteristics that are necessary to the successful performance in this position.	
<b>Other Requirements:</b> Must have or be able to acquire a <b>Secret</b> security clearance. All Soldiers, civilian employees and contractor employees who drive Army-owned or leased vehicles must complete the Army Avoidance Course (AAC) training when they start working for the Army.	
The following Selective Placement Factors (SPFs) will be considered in the evaluation process	
<b>Element I</b> – Skill in applying, fundamental military human resources management principles, practices, and techniques of recruitment and retention.	
<b>Element II</b> – Knowledge of NGB military human resources recruitment principles and personnel policies to participate in the development of written guidelines such as local regulations and SOPs pertaining to AMEDD, Chaplain and SJA recruiting and retention programs.	
<b>Element III</b> – Skill in applying basic military principles, practices and procedures and regulations in administering specialized military recruitment and retention programs for healthcare, ministry, and legal candidates.	
<b>Element IV</b> – Ability to communicate effectively with applicants, supervisors, management, and state healthcare, ministry, and legal professionals.	
<b>Element V</b> – Knowledge of the credentialing/privileging processes and procedures.	
<b>Element VI</b> – Knowledge of the military missions and organizational structures of the various units within the state.	
<b>Element VII</b> – Knowledge of computers and computer software applications sufficient to update and retrieve information in personnel database programs as well as to generate forms or correspondence.	
Employment Conditions	
1. Technicians are paid through direct deposit/electronic funds transfer. 2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government. 3. <u>Military Technicians are ineligible for enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these incentives.</u> 4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician. 5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)	
<b>Only the work Experience and Qualifications/Education you show on the OF612, Resume or SF 171 and SPFs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.</b>	

## SUMMARY OF DUTIES

This position is located in the Recruiting and Retention Branch of the Army National Guard (ARNG). The purpose of the position is to serve as program support to the Army Medical Department (AMEDD) Strength Manager. The mission is to adhere to the three tenets of the Strength Maintenance Program: recruitment, retention, and attrition of all Health Care, Chaplain, and Staff Judge Advocate (SJA) professionals within the state. The incumbent provides technical guidance and procedural support to the AMEDD Strength Manager, Recruiting & Retention Manager, Officer Strength Manager, Military Personnel Office (MILPO), State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, commanders, unit personnel, field recruiters, and healthcare ministry and legal professionals. Participates in developing and implementing written policies and guidelines pertaining to recruiting and retention programs for AMEDD, Chaplain, and SJA positions such as local regulations and Standard Operating Procedures (SOPs). Coordinates and participates in recruiting efforts both locally and nationally at recruiting events such as medical conferences, medical school and dental school programs. Serves as a principle point of contact for applicants and other interested parties during the recruiting and application process. Provides monthly reports and regular updates to the AMEDD Strength Manager, Recruiting and Retention Manager, NGB and/or Credentialing Officer to advise on the status of accessions or losses of the various career fields. Prepares requests for the conditional release of applicants from other military services or transfers between states. Coordinates with the state retention programs for health care professionals, ministry and legal professionals. Composes and prepares a variety of correspondence directed to local, national, civilian, military, professional groups, associations, and educational institutions concerning recruitment and educational programs in response to inquiries as a part of healthcare, ministry and legal advertising campaigns. Assists in ensuring state/territory recruiting and retention missions are met, but will not be independently missioned. Performs other duties as assigned.

## HOW TO APPLY

1. Individuals who meet both the General and Specialized experience requirements may apply by submitting the following forms:

- MIL Form 175 "Application for Technician Vacancy"
- MIL Form 174 "Chronological Listing of Military Service"
- OF 306 "Declaration for Federal Employment"
- SF 181 "Race and National Origin Identification"
- SF 256 "Self-Identification of Handicap"
- Response to Selective Placement Factors (SPFs). Response to the SPFs is critical to the evaluative process.
- One of the following:
  - a) OF 612 "Application for Federal Employment"
  - b) Personal Resume, or
  - c) SF 171 "Personal Qualification Statement". Whatever form is used, please only list experience related to the position you are applying for. **IT IS CRITICAL THAT YOU LIST DATES (MM/YY) OF YOUR EXPERIENCE.**
- Crediting National Guard Experience: National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. **EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DUTIES MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION.** The level of experience will be determined by the actual duties and responsibilities performed.

(Please note: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the experience and qualifications you show on the OF 612, Resume, or SF 171 can be used to evaluate your qualifications for this position).

\*\*To obtain forms online go to: [http://mil.wa.gov/jobs/federal\\_job\\_ops.shtml](http://mil.wa.gov/jobs/federal_job_ops.shtml)

**\*\*Mail or Hand Deliver** forms to: HRO Attn: Staffing Section  
Building 33, Camp Murray  
Tacoma, WA 98430-5130

**(Faxed and Scanned copies will not be accepted)**

2. **INCOMPLETE APPLICATIONS or those received after the closing date WILL NOT BE CONSIDERED AND WILL BE RETURNED.**

**\*Documents requiring a signature must be turned in with the original signature and date, including the Personal Resume.**

3. College Transcripts MUST be submitted for professional positions or when substituting education for experience.
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. **EQUAL OPPORTUNITY:** This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration, selection, and placement of applications will be in accordance with Washington National Guard Placement & Merit Promotion Plan, WAARNG Regulation 690-4/WAANG Instruction

36-1010.

**For additional information:** HRO STAFFING SECTION  
Phone (253) 512-7835  
DSN 323-7835